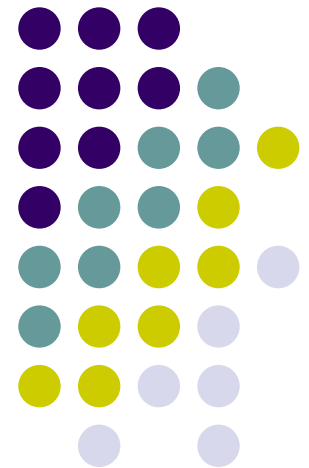
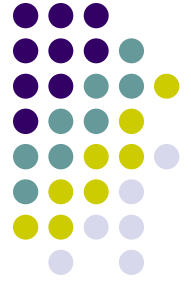


Program Announcement Technical Assistance Conference Call

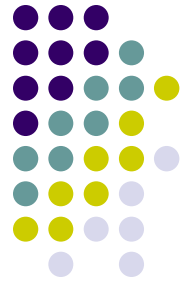
National Training Center
May 31, 2007
2:00 PM EST



Welcome – National Training Center Cooperative Agreement Technical Assistance Conference Call

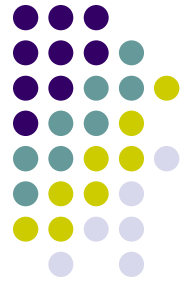


- Intro self
- Intro purpose and format of call
 - General TA – will not answer questions specific to individual applications
- Intro speakers



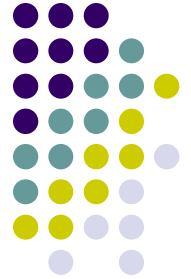
Materials for Call

- What participants should have in front of them
 - Program Announcement
 - Application kit, including
 - OPHS-1, including forms
 - *Guidelines for Competing Application Preparation, Family Planning National Training Center Cooperative Agreement*



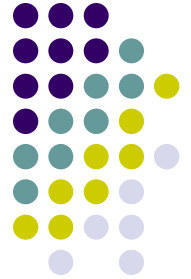
Program Overview

- Intro Title X of PHS Act
 - Mission – to aid individuals to determine freely the number and spacing of their children
 - Sections – focus on training
 - 1001 Services
 - 1003 Training
 - 1004 Research
 - 1005 Informational and Educational Materials
 - 1008 Prohibition of Abortion



Federal Roles

- Intro OFP – role – Programmatic
- OPHS/OGM – role –
Administrative/Business/Budgetary (funds)



Organizational Structure

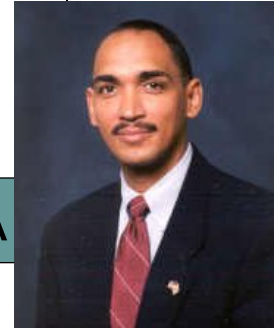
- Office of Family Planning within Office of Population Affairs
- Part of the Office of Public Health and Science /Department of Health and Human Services
- De-Centralized Program

US Department of Health & Human Services



Secretary – Mike Leavitt

Assistant Secretary - Dr. John O. Agwunobi, MD, MPH, MBA



Office of Public Health and Science (OPHS) Programs

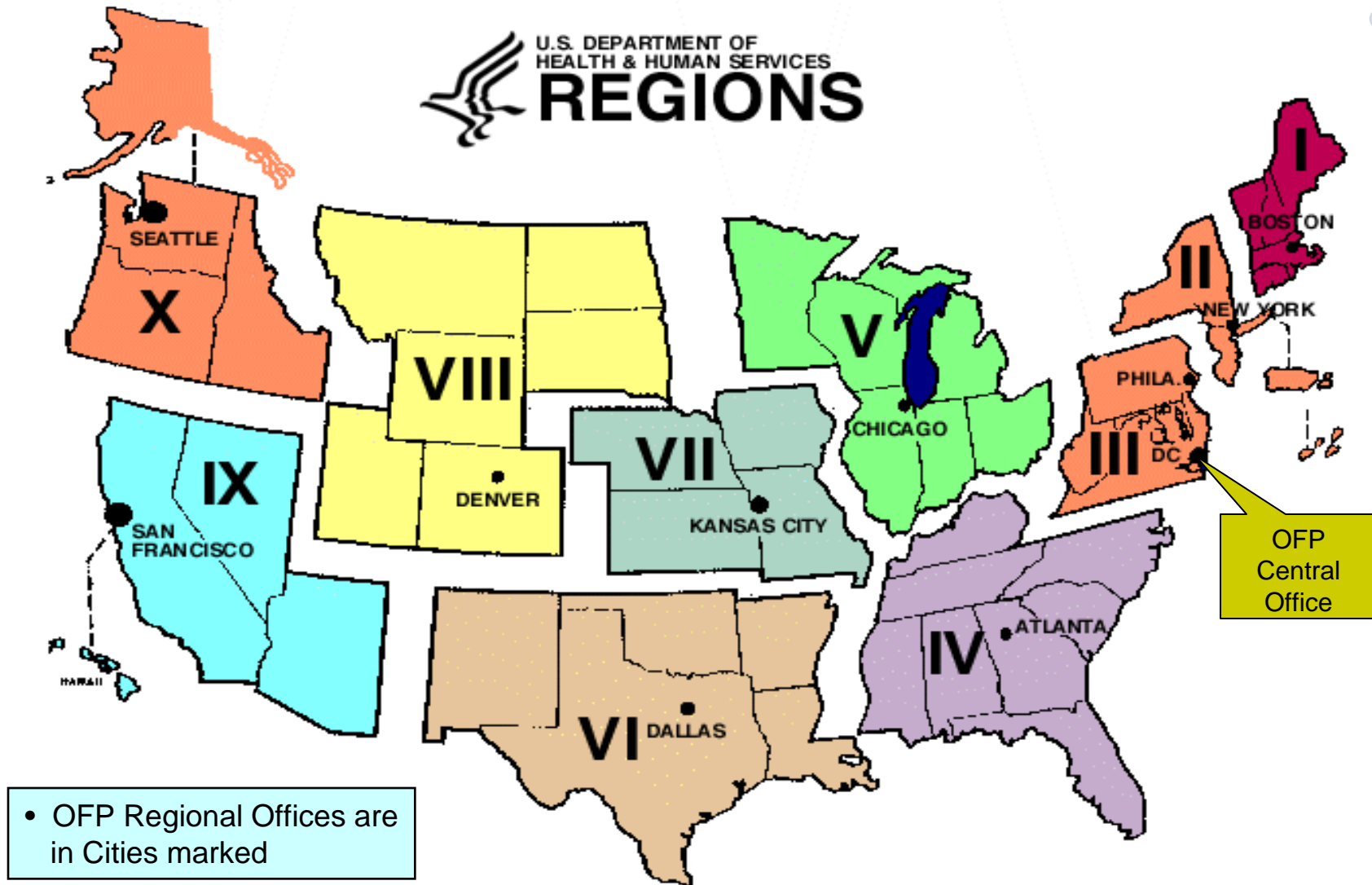
- * Office of Minority Health
- * **Office of Population Affairs**
- * Office of Women's Health
- * Office of Regional Health Administrators
- * President's Council on Physical Fitness
- * Office of the Surgeon General
- * Office of Military Liaison and Veterans Affairs
- * Office of Disease Prevention and Health Promotion
- * Office of HIV/AIDS Policy
- * Office of Research Integrity
- * National Vaccine Program

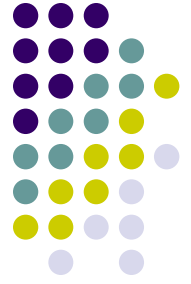
OFP/OPA Organizational Structure



- Central Office – Rockville, MD (Metro Washington DC area)
 - Policy Office – Provides guidance and determines policy for all OFP programs
 - Oversees projects with national scope, such as the National Training Center Cooperative Agreement project
 - **The project officer for the NTC cooperative agreement will be in the OFP/OPA Central Office**
- Ten Regional Offices – in major cities, serve multi-state regions
 - Oversee Title X service grantees and general training grantees

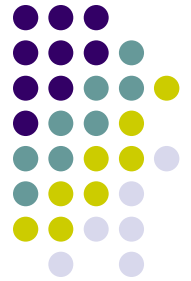
Public Health Service Regions





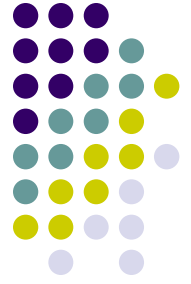
Title X Service Grantee Profile

- 88 total nationwide
 - State, territorial, tribal, county, or local health agencies, universities, and faith-based and community-based not for profit agencies
- More than 4400 clinics in the service provider network – at least one clinic in ~75% of the counties in the US
- Provide FP and related preventive health care to approximately half a million men and women annually



Definitions

- Family Planning Training - - job-specific skill development, the purpose of which is to promote and improve the delivery of family planning services.
- Cooperative agreement – An award instrument of financial assistance where substantial involvement is anticipated between the HHS awarding agency (OPA) and the recipient during the performance of the activities of the project grant.



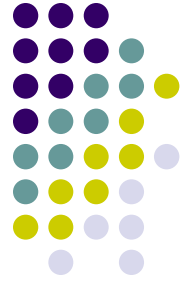
I. Funding Opportunity Description

- One cooperative agreement to be awarded
- Intended to serve a national network of providers through information coordination and dissemination, coordination of national activities related to training, materials development, and national training activities
- All activities must be in compliance with Title X requirements



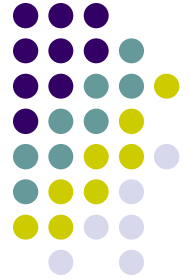
II. Award Information

- \$300,000-\$500,000 per year, inclusive of indirect costs
- One award
- Cooperative agreement – expect substantial involvement of OFP project officer
- Up to 4 year project period



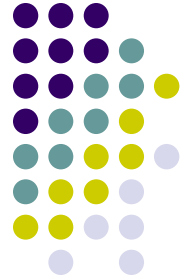
III. Eligibility Information

- Any Public or Private Nonprofit agency located in a State or Territory
 - Faith-based agencies eligible
 - Non-governmental agencies must provide proof of non-profit status
 - Must demonstrate the capacity to carry-out the requirements of the project



IV. Application and Submission Info

- Apply through <http://www.Grants.gov> or <http://www.GrantSolutions.gov> - May download app kit from these sites
- If a hard copy of application kit is desired, may be obtained by contacting WilDon Solutions at 1-888-203-6161 or by email to OPHSgrantinfo@teamwildon.com
- Proof of Nonprofit Status required – announcement describes what is acceptable proof
- DUNS number required



Application and Submission Info

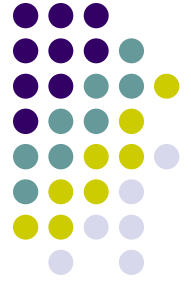
- Content and form
 - Pay close attention!
 - **75 double-spaced page limit** and other info – (fonts, what is included in page limit, etc.)
 - Limit Appendices to only what is necessary – do not send brochures or bound materials – they will be discarded unread
 - Include 1 page abstract – not included in 75 page limit
 - If there is a discrepancy of information, the program announcement takes precedence

Application Requirements and Content

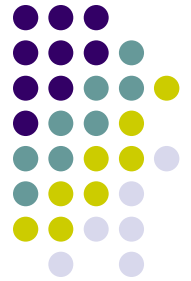


- General Requirements
 - Identifies knowledge, experience, and abilities that applicants should demonstrate in the application
 - Applicant should demonstrate familiarity with Title X requirements, Grantee structure, and Title X training entities, as well as familiarity with other Federal training entities (AETCs, PTCs, ATTCS – see announcement)
 - Should include proposed staffing pattern related to requirements of the announcement
 - Must provide sufficient detail to assess adequacy related to proposed work plan

Budget

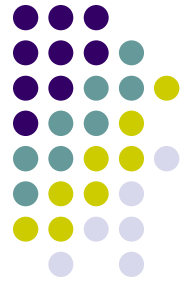


- Must be consistent with the requirements of the NTC cooperative agreement
- Budgeted costs must derive from proposed activities
- Indirect cost limited to 8% of modified total direct costs – must be included within the total amount requested (\$300,000-\$500,000)



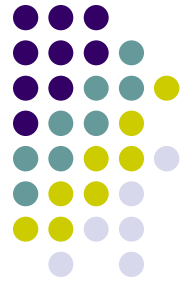
Budget

- Final project plan and budget will be negotiated after funding – Amount of award will not change, but allocation to various activities might be modified from what was proposed
- Flexibility in schedule and resource planning is expected – will enable successful applicant to respond to emerging needs, lessons learned, and annual Title X priorities
- All activities and budget will be approved by OFP project officer prior to implementation



Components of the NTC

- Three Components with multiple activities under each
 - A. Compile, Coordinate, and Disseminate Training Information
 - B. Conduct Training Meetings
 - C. Develop Training Resources and/or Materials
- Applicant should address each component
 - Read the information and expectations under each component carefully
 - Describe proposed approach/strategy being sure to include what the announcement describes as expected or “should”
 - Be concise but thorough
 - Include staffing expertise/proposed staffing pattern; describe use of consultants if applicable
 - Describe plan for ongoing planning, monitoring, and evaluation

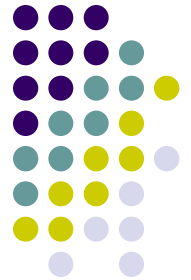


Highlights of Various Components

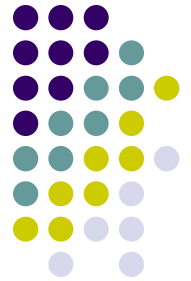
- Component A - Compile, Coordinate, Disseminate Training Information
 - Each Title X training entity has training materials they have developed, lists of trainers, experts in various fields, speakers, etc.
 - Intent is to facilitate making these materials available to other Title X training entities – “Don’t re-invent the wheel.”
 - NTC web site is expected with links to other appropriate sites, e.g., Regional Training Center web sites, Clinical Training/Male Training web sites, other Federal training sites, etc.

Component B.

Conduct Training Meetings



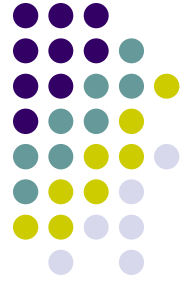
- 1) Expert Panels – subject areas to be determined in consultation with project officer
 - Up to 25 participants each
 - May be up to 20 non-Feds
 - Responsible for meeting planning, logistics, communication with participants, information development and dissemination, web site, management and follow-up
 - Ongoing collaboration with OFP project officer
- 2) Annual meeting with Title X federal staff and Title X training entities
 - Expectations as for Expert Panels



Component B – Conduct Meetings

3) Week-long Health Educator Training

- Requires significant planning
- Central Office OFP staff very involved
- Responsible for meeting planning, applicant process, communication with participants with OFP approval, meeting management, and follow-up
- Requires financial support of participants while at meeting (lodging/per diem) – actual travel is the responsibility of the participant's organization



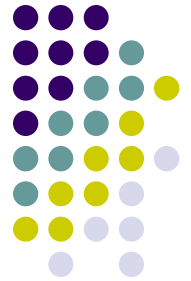
Component B – Conduct Meetings

4) Annual HIV grantee training meeting

- Up to 250 participants
- Includes grantees and projects that receive HIV supplemental funds, Title X-funded training centers, invited speakers/guests, and OFP/OPA Federal staff

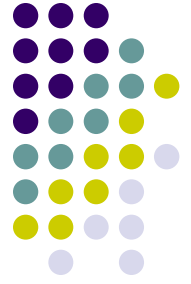
5) Biennial National Grantee Meeting

- Two during project period
- Up to 300 participants each meeting – all Title X-funded grantees, including services, training, research, and Information/Education (if applicable)



Component B – Conduct Meetings

- NTC Responsibilities same for HIV meeting and National Grantee Meeting
 - Title X grantee and Federal staff participants attend at no or nominal charge
 - Non-Title X or non-Federal staff participants should be charged full cost of meeting – this becomes program income and is rolled back in to NTC program activities
 - NTC must provide CEUs
 - Responsible for all aspects of meeting as described in program announcement
 - Planning will begin shortly after NTC is funded
 - Close collaboration with OFP project officer



Component C. Develop Training Resources and/or Materials

- Intent is to provide a consistent national training approach regarding issues or topics with broad impact for Title X services grantees
 - NTC and OFP will work closely to identify and select potential topics
 - NTC will research and develop resources or materials
 - Will devise a plan for dissemination to Title X grantees

Application Requirements and Content



- Successful applicant is responsible for all costs associated with the training program
- NTC is **NOT** responsible for any travel for federal employees
- Ongoing, close collaboration with OFP project officer

Evaluation of National Training Center Activities



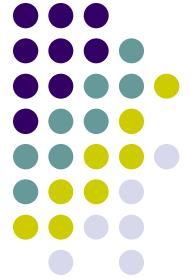
- Overall program as well as each component and individual training activities
- Must include
 - Process
 - Outcome/Impact
- Application must provide strategy and outline of an evaluation plan – see expectations for each component



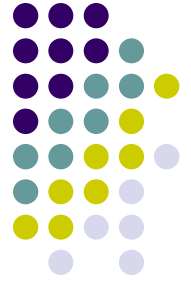
Submission Dates and Times

- Multiple submission mechanisms
- Encourage electronic submission
- Pay close attention to due date and deadlines
- Start early!

Grants Management

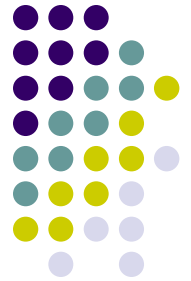


- **Intro Karen Campbell**



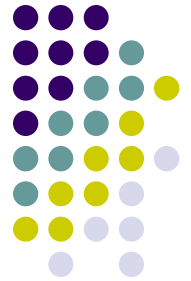
OGM's Role

- As determined by the Department of Health and Human Services, OGM's role is:
 - Official signatory for obligating federal grant funds
 - Official signatory for all grant business
 - Management and prior approval requests
 - Monitor all business/financial transactions on grants for compliance to Federal Regulations (including interpretation of Federal Regulations)



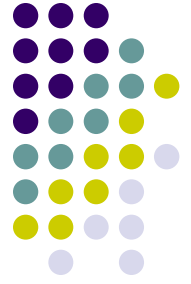
OGM's Role

- OGM plays a vital role throughout the life of the grant:
 - FSR Reconciliation
 - Approval of Key Personnel Changes
 - Carryover Requests/Budgetary Requests
 - Technical Assistance
 - Audit Resolution
 - And many more...



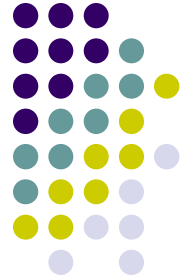
Application Process

- Application kit has all the information needed to prepare application
- The RFA (Program Announcement) provides the information that is required related to the National Training Center cooperative agreement
- Follow it carefully!!! The RFA takes precedence if there is conflicting information
- Person who signs the application must have the legal authority to act for the applicant agency



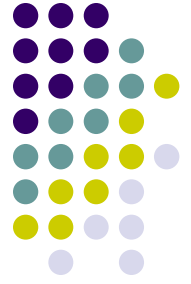
Application Specifics

- General Comments regarding requirements
 - Assurances
 - Impact Statement
 - SPOC
 - DUNS/EIN #s
 - Proof of Nonprofit status



Application Process

- Complete form SF 424 (Face Page)
- Complete budget form SF 424A (Budget Sheet)
- Submit a Budget Narrative
- Sign SF 424 (by authorized signatory)
- Sign Title X Assurances (by authorized signatory)



Application Process

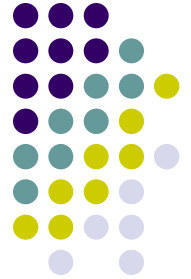
- “*Guidelines for Competing Grant Application Preparation – National Training Center Cooperative Agreement*” included in kit
- Provides useful guidance and explanation of each part of application
- Describes Program and Business (budget, grants) requirements



Application Process

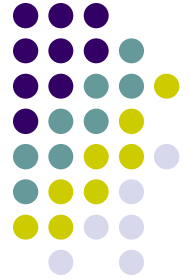
- Budget Narrative

- Provide details of budget
- Breakdown each line item and provide an explanation of the costs
- Personnel should include salary per person and percent of time each person will spend on grant
- Fringe benefits should include percent used and what is included in cost.



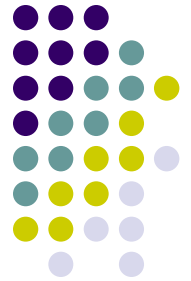
OMB Circulars

- OMB Circulars which define cost principles that all Federal Grants must adhere to – How to run the business portion of a grant
- Circulars show what is allowable and any restrictions on use of funds
- OPHS Office of Grants Management is responsible for oversight of all financial and business related grant issues



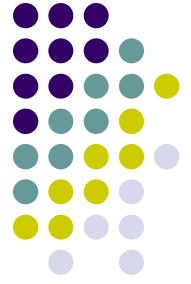
Funding Restrictions

- OFP funding can NOT be used for the following:
 - Lobbying
 - Building alterations or renovations
 - Construction
 - Fund raising activities



Budget Tips

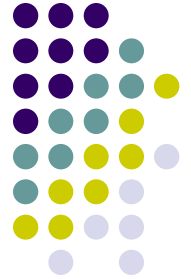
- Budget should be commensurate with project activities
- Use the correct OMB Cost Principle-
<http://www.whitehouse.gov/omb/circulars/index.html>
- Pay attention to allowable costs
- Provide adequate justification- market surveys, prior accounting records, cost per unit
- Budget Narrative includes line by line breakdown for Federal and Non-Federal shares



Budget Review

- Budget is reviewed in comparison with project goals and activities
- Are there adequate funds for successful implementation?
- Is there over-budgeting?- Do not exceed the available amount of funds, including indirect costs
- Operating budget should be complete (Federal, Non-Federal, Private, Matching, Total funds)

Grants Management Issues- Post Award



- Budget Development and Allowable Expenditure Items
- Budget Forecast
- Indirect Costs
- Notice of Grant Award (NGA) Issuance/Terms and Conditions
- Reporting Requirements
- Organizational Financial Status Review (FSR)
- Grant Closeout

Other Administrative Requirements



- Reporting
- FSR
- Other

Funding Process

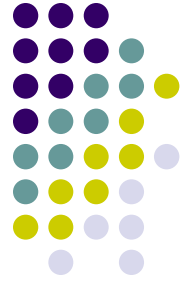


- Notice of Grant Award notifies successful applicant of selection
- Includes any conditions on the award
- Applicants who were not successful will be notified



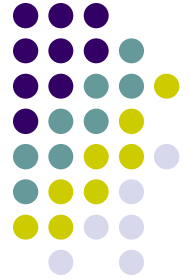
Questions

- Any questions or clarifications?
- Contact WilDon Solutions at 1-888-203-6161 or email at OPHSgrantinfo@teamwildon.com



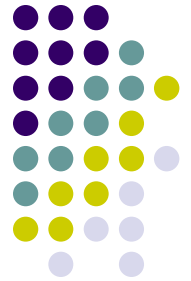
Project Narrative

- Along with Budget, this is the Heart of the application
- Provides information related to the need for the project
- Describes organizational capacity
- Provides specific information related to how the applicant will develop and implement the project
- Includes Goals and Objectives (SMART)
- **BE CLEAR, COMPLETE AND CONCISE**



Review Process

- Criteria listed in RFA – this is specified in the Title X training regulations
- Applications reviewed by Federal program (Title X) and Grants Management staff



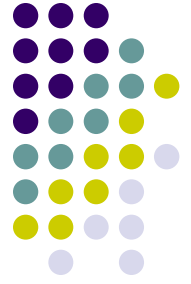
Review Process

- Objective Review Committee (ORC) – Formal process, confidential
 - Objective reviewers – technical experts in applicable field(s)
 - (OGM) available for questions and to ensure integrity of process
 - Review by OFP for programmatic compliance and OGM for administrative/business compliance
- Input from Federal reviews and ORC, as well as likelihood of achieving benefits expected, considered when making award decision



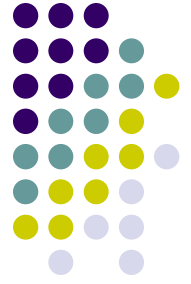
Funding

- Project Period – Up to 4 years for this grant
 - Does not have to re-compete for four years, assuming adequate progress of the project and availability of funds
 - Will submit a non-competing continuation application for years 2-3-4 of the project period
- Budget period – funds provided to carryout project activities for one year
 - Annual continuing application – progress report, work plan, budget, budget justification



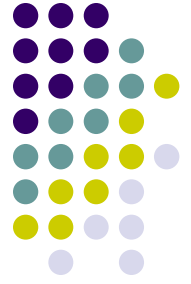
Summary and TIPS

- RFA is the primary guide to programmatic requirements; provides information related to statute, regulations, and OMB circulars which define cost principles
- **Follow what the RFA says**



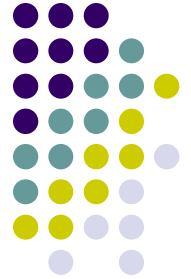
Summary and TIPS

- The application kit has useful information that will help you develop a complete application
 - OPHS-1 has all forms required along with instructions for completion
 - “*Guidelines for Competing Grant Application Preparation – National Training Center Cooperative Agreement*” provides further explanation



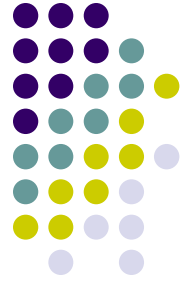
Summary and TIPS

- Be clear, complete, and concise in project description – follow the RFA and include what is requested
- Don't make the reviewer search for required information – the easier an application is to review compared to the program announcement (RFA), the better the score
- Clearly identify all sections of the application – indicate which components you are addressing



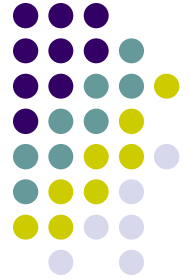
Summary and TIPS

- The project narrative must include all required information – do not use the appendices to expand the page limit
- Make Goals and Objectives Specific Measurable Achievable Realistic Time-framed (SMART)
- Activities should relate to goals and objectives
- Budget should relate to goals, objectives, and activities



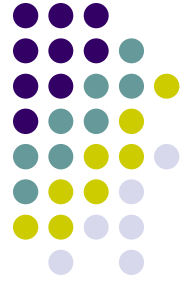
Summary and TIPS

- The program work plan and budget should provide a complete picture of what and how the applicant will address the purpose and expectations of the RFA
- Budget should be adequate and reasonable to carry out the project work plan and administrative responsibilities of the project
- It should make sense



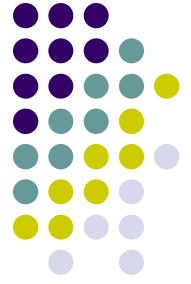
Summary and TIPS

- Do not request more funding than is available
- Available funding (\$300,000 - \$500,00) **includes indirect costs**
- Indirect cost rate for training limited to 8%



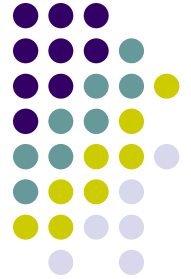
Summary and TIPS

- Staffing, including position descriptions, should be appropriate and reasonable for the goals, objectives, and activities of the project
- Be complete in providing description of what staff will do, expertise required, and % time on the project



Summary and TIPS

- Use of a systematic approach to planning, implementing, monitoring, and evaluation (such as a logic model) will assist in maintaining focus and will provide feedback on progress of project – this is encouraged
- Don't wait until last minute to begin application submission
- Electronic submission is encouraged
- If you have a question, ASK.



Summary and TIPS

- RFA includes contacts for administrative and budgetary questions and for programmatic questions
- **Questions from participants**